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MEMORANDUM

TO: **Superintendents**
FROM: **Vermont Standards Board for Professional Educators**
SUBJECT: **Introduction to the Director of Curriculum Endorsement**
DATE: 8/21/13

The Vermont Standards for Professional Educators (VSBPE) is pleased to announce its adoption of the Director of Curriculum (DOC) endorsement for administrators. Curriculum coordinators play an increasing role in the work of facilitating school improvement efforts in Vermont. The new endorsement has been created to further support student success by licensing individuals with particular expertise in curriculum and assessment.

Over the past several months, the VSBPE has received feedback from the field indicating both strong support for the endorsement and some confusion about its practicalities. To support the implementation of the endorsement, we are providing answers to some specific questions we have received here.

What is the Director of Curriculum (DOC) endorsement?

The intent of this endorsement is to promote and support curriculum coordination at the district and/or supervisory union level. According to the authorizing statement, educators possessing this endorsement are *authorized to coordinate the curriculum, instruction, assessment, and professional learning activities of a school district or supervisory union.*

Who needs to hold the endorsement?

The endorsement was created to focus on district and/or supervisory union-wide curriculum, versus curriculum that occurs at the school level. For example, a director of curriculum leading work with teachers across several schools to implement the CCSS would need to add the DOC endorsement. A teacher leader, however, working just with faculty at his or her own school in collaboration with other schools to implement the CCSS, would not need to hold the DOC endorsement.

Why is the director of curriculum an administrator endorsement versus a teaching endorsement?

Most educators currently employed as curriculum coordinators or directors of curriculum are serving in administrative capacities in their SU's or districts. Furthermore, the DOC endorsement is aligned with the VSBPE's vision for a distributed leadership model around Vermont's new Core Leadership Standards, adopted in 2011. In the coming year, the VSBPE will begin the process of creating a teacher leader endorsement to further support the efforts of teachers to lead curriculum and assessment work that supports their colleagues.

If I already hold an administrator endorsement, such as principal, will I need to hold this license?

Yes! While the requirements for administrative endorsements now overlap significantly, each endorsement does include standards that reflect the unique needs of the administrative endorsement area. Much of the same coursework necessary for a principal endorsement would apply, but the DOC endorsement would necessitate additional coursework in curriculum, assessment, and professional learning. Assistant superintendents may or may not need to add the DOC endorsement depending on their job title and responsibilities. The Licensing Office is available to work with administrators to help them determine if they need to hold the DOC endorsement.

What about educators who have already been acting as directors of curriculum or as curriculum coordinators?

The VSBPE has created a “grandfather” plan to support such educators in obtaining the new license that recognizes their expertise. Please contact the Licensing Office at AOE.LicensingInfo@state.vt.us or (802) 828-2445 for more information on how to add the DOC endorsement.



Directors of Curriculum (DOC) Implementation Plan

Goal: To implement new standards while recognizing the qualifications of current directors of curriculum, however named

Timeline: All educators currently practicing as directors of curriculum will need to obtain their endorsement by the fall of 2016.

New Directors of Curriculum	Requirements
New to DOC September 1, 2015	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits), with curriculum concentration • Core • Internship • Program recommendation (includes Peer Review) <ul style="list-style-type: none"> ○ Or Academic Review with SLLA test
New to DOC September 1, 2014	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits), with curriculum concentration • Core • Program recommendation (includes Peer Review) <ul style="list-style-type: none"> ○ Or Academic Review with SLLA test
New to DOC September 1, 2013 through August 31, 2014	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits), with curriculum concentration • Core • Program recommendation (includes Peer Review) <ul style="list-style-type: none"> ○ Or Transcript Review
Experienced DOC	Requirements
DOC who have worked for one year as DOC*	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits), with curriculum concentration • Core, or current administrator endorsement • Program recommendation <ul style="list-style-type: none"> ○ Transcript Review ○ Or modified Peer Review with: Abbreviated portfolio Reduced fee



Experienced DOC	Requirements
DOC who have worked for two years as a DOC*	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits) • Core, or current admin endorsement • 9 credits in curriculum • Transcript Review <ul style="list-style-type: none"> ○ Or modified Peer Review with: Abbreviated portfolio Reduced fee
DOC who have worked for three or more years as a DOC*	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits) • Core or current admin endorsement • 6 credits in curriculum • Transcript Review <ul style="list-style-type: none"> ○ Or modified Peer Review with: Abbreviated portfolio Reduced fee
DOC who have worked for five or more years as a DOC*	<ul style="list-style-type: none"> • Master's, or the equivalent (30 credits) • Core or current admin endorsement • Transcript Review <ul style="list-style-type: none"> ○ Or modified Peer Review with: Abbreviated portfolio Reduced fee

* Within last 10 years

